

# Civil Service Commission Minutes

Cincinnati, Ohio

April 14, 2011

The Civil Service Commission met in regular session in Room 307, Council Chambers, on Thursday, April 14, 2011. Commissioners in attendance were Mr. James Robinson, Chairman, Ms. Deborah Gaines, and Mr. Robert Braddock. Commission staff present included, Ms. Arnell Jackson, Assistant Civil Service Secretary and Ms. Ornita Brown, Recording Secretary.

Since minutes from the March 24, 2011 meeting had been circulated among the members, a motion to dispense with a reading of the minutes was passed and the minutes were approved as written.

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## ELIGIBLE LIST

Truck Driver (CDL) – promotional  
Water Works Maintenance Worker (Article XX) – promotional

## SPECIAL EXAMINER

- Ebony Lothery for the Clerk 3/Clerk Typist 3 practical exam
- Capt Kim Frey for the Law Enforcement Instructor exam
- Sgt Randy Rengering for the Law Enforcement Instructor exam

## LAYOFF RECALL LIST

Customer Relations Representative  
Laboratory Technician 2  
Laboratory Technician 3  
Litter Control Officer

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## METROPOLITAN SEWER DISTRICT

### **Request from the Metropolitan Sewer District for the promotion without exam of Charles Becker from a Maintenance Crew Leader to a Supervisor of Maintenance**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the classification study submitted by the Human Resources Department. Mr. Becker meets the qualifications and is eligible for the reclassification.

**Request from the Metropolitan Sewer District for the transfer and voluntary demotion of Brian Brooks from a Cement Finisher in the Public Services Department to a Wastewater Collections Inspector**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that all parties are agreeable to the transfer and voluntary demotion.

**Request from the Metropolitan Sewer District for the promotion without exam of Rachel Oscherwitz from a Plant Operator 2 w/Class 1 license to a Plant Operator 2 w/Class 2 license**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Ms. Oscherwitz has received her licensure.

**WATER WORKS**

**Request from the Water Works Department for the exceptional appointment of Bruce Whitteberry as an Assistant Treatment Superintendent**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Mr. Whitteberry is qualified and the Commission previously approved this title for exceptional appointment.

**COMMUNITY DEVELOPMENT**

**Request from the Department of Community Development for the promotion without exam of George Duesing from an Inspector Trainee to an Inspector 1**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Mr. Duesing has received his licensure.

**CITY PLANNING AND BUILDINGS**

**Request from the City Planning and Buildings Department for the transfer and voluntary demotion of Melanie Jones-Gant from a Management Analyst in the Office of Budget and Evaluation to an Accounting Technician 3**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that all parties are agreeable to the transfer and voluntary demotion.

**EMERGENCY COMMUNICATIONS CENTER**

**Request from the Emergency Communications Center for the transfer and voluntary demotion of Reginald Staples from a Police Officer in the Police Department to an Assistant Operator and Dispatcher**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that all parties are agreeable to the transfer and voluntary demotion as an ADA accommodation.

## **ENTERPRISE TECHNOLOGY SOLUTIONS**

### **Request from Enterprise Technology Solutions for the exceptional appointment of David Beasley as a Computer Systems Analyst**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Mr. Beasley is qualified and the Commission previously approved this title for exceptional appointment.

## **RECREATION**

### **Request from the Recreation Department for the promotion without exam of Lamont Norman from a Laborer to a Facility Maintenance Specialist**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact Mr. Norman is the only qualified and eligible employee in the employing unit.

### **Request from the Recreation Department for the temporary promotion of Joseph Schwind from a Senior Architect to a Supervising Architect**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact the temporary promotion is needed until the position can be filled permanently and Mr. Schwind meets the qualifications for the temporary promotion.

### **Request from the Recreation Department for the temporary promotion of Daniel Jones from a Senior Engineer to a Supervising Engineer**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact the temporary promotion is needed until the position can be filled permanently and Mr. Jones meets the qualifications for the temporary promotion.

### **Request from the Recreation Department for the temporary promotion of Jincey Yemaya, Lynn Melzer, Stephen Gerth, James Boyle, Alayne Kazin, Lois Finnell, and Timothy Heyl from Service Area Coordinators to Supervising Parks/Recreation Coordinator on a rotating basis**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact the temporary promotions are needed until the position can be filled permanently and they meet the qualifications for the temporary promotions.

## **HUMAN RESOURCES**

### **TRANSFER IN LIEU OF LAYOFF**

- Richard Lefken from the Health Department to the Metropolitan Sewer District as a Chemist
- Sheila Reed from the Health Department to the Fire Department as a Clerk Typist 3

**DEMOTIONS in the Health Department IN LIEU OF LAYOFF**

- Darlene Whittington from a Laboratory Technician 2 to a Litter Control Officer
- Vernell Moore from a Laboratory Technician 3 to a Litter Control Officer
- Karen O'Sullivan from a Litter Control Officer to a Customer Relations Representative
- Francene Fortney from a Litter Control Officer to a Customer Relations Representative
- Diane Rankin and Janet Hodgkin from a Laboratory Technician 2 to a Customer Relations Representative
- David Suer and Samantha Clay from a Laboratory Technician 2 to a Customer Relations Representative
- Mary Kramer, Millie Olds, and Armika Tatum from Laboratory Technician 2s to Sanitarians in Training

<b>AGENDA ITEMS</b>
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**Request from Kim Wubeler-Rientjes to have an alternate test date for the Motor Equipment Operator 1 promotional exam**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Ms. Webeler-Rientjes was off work due to medical leave.

**Request from Michael Horton to appeal his rejection from the Water Works Maintenance Field Supervisor promotional exam**

The staff recommended denial of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Mr. Horton does not meet the minimum qualifications.

**Request from the Metropolitan Sewer District to remove Brian Super from the Wastewater Collection Pipelayer (Article XX) promotional eligible list**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Mr. Super does not have a valid Ohio Class A or B commercial driver's license.

**Request from the Metropolitan Sewer District to add a Senior Environmental Safety Specialist position to their table of organization**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that the duties and responsibilities are consistent with the proposed title.

**Request for approval of new and/or revised classification specifications:**

- Supervising Parks/Recreation Coordinator (Recreation) – promotional
- Law Enforcement Instructor – open or promotional
- Assistant Fire Chief – open or promotional

**Information Item**

Request from the Recreation Department to use the exceptional appointment process to fill a vacant Supervising Engineer position. This item will be held for 45 days for questions or concerns.

**Information Items from March 10, 2011**

Request from the Health Department to use the exceptional appointment process to fill a Health Counseling Supervisor position.

Request from the Finance/ Income Tax Division and Water Works Department to use the exceptional appointment process to fill a Supervising Accountant position.

The above two items will be held for 45 days for questions or concerns.

**Appeals to be scheduled:**

Joseph Lee  
James Roper  
David Johnson  
Augusta Steele  
LaNita McDonald  
Anthony Arnold  
Charles Martin II  
Alfred Brewster  
Veno Mitchell  
Joe Harrison Jr.  
James Jackson  
David Boggs  
Timothy Ratcliff  
Curtis Lindsey (Bd of Education)